

SCHOOL OF JOURNALISM

Travel Reimbursement Instructions

Updated: 3/27/12

- Please complete the Travel Authorization request for ALL travel BEFORE your trip which can be found on the school of journalism website under forms.
 - <http://journalism.iupui.edu/about/forms/>
 - Scroll down to **Travel Reimbursement** and then to
 - **Travel Authorization** - Complete all sections applicable
 - Once approved, Jamie will process the authorization through the Travel@IU system. Prior to your trip you will receive a “GREEN” travel folder in your mailbox.
- Please take the “GREEN” travel folder with you on your trip.
- Please complete the “PINK” in-state travel form OR the “BLUE” out-of-state travel form during or within 14 days of trip completion. (Feel free to use the other travel tools and resources included in the folder.)
- Please place ALL original receipts into the provided envelope and list your expenses on the provided envelope in your packet.
- Please return entire folder, forms, and envelope of receipts to Jamie Owens for processing.
- Per new IU Travel Policy timeliness is very important. If travel reimbursement is not processed in a timely manner, the result could be the reimbursement would be processed through payroll and taxed or denied altogether.

NOTE TO TRAVELERS: Please be sure that you have completed the direct deposit option for travel reimbursements through Onestart. In OneStart, go to the Services tab. On the right under My Finances, go to Direct Deposit sign up. Complete the Travel Reimbursement information.

If you have any questions or problems, please contact Jamie Owens at 278-5320 or owensjam@iupui.edu.